

TRADING LICENSE

(ASSESSMENT, PAYMENT & ISSUANCE)

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Governing law: Trade Licensing Act 1969 Cap 101, amendment 2000 and the 2015 amendment

This is an Act to amend and consolidate the Laws relating to trading and other matters connected therewith.

What is a trade license?

This is a permission granted to someone upon application to a controlling authority to do something in prescribed manner, usually after fulfillment of certain conditions and/or payment of a fee.

Trade” or “trading” means the selling of goods and services for which a license is required under this Act, in any trading premises.

A trading premise” includes any structure attached to the land, whether of a permanent or temporary nature.

Why are you paying?

It is a Legal requirement for any person selling goods and services as provided for by the Licensing Act CAP 101 and the Trade Licensing Amendment Act of 2015 to enable KCCA regulate trade, order in the City.

Besides the said above regulatory role, payment of trade license fees contributes towards the financing of KCCA’s service delivery which are but may not be limited to the following:

- Construction and maintenance of Roads.
- Construction and maintenance of major drains.
- Installation and maintenance of street lights.

When are you required to pay for a Trading License?

Payment for a Trading License is an annual fee payable before commencement of business.

A trade license is valid for twelve (12) months from the date of issuance.

How is Trading License acquired?

This is through a formal application to KCCA through an online application (www.kcca.go.ug/) or by visiting any of the KCCA Division offices, or established service centers

A trade license shall be issued immediately upon submission of the relevant documents and payment of relevant fees.

Are there self check requirements before application for a license

A trader shall ensure that the following Conditions are satisfied at all times of operating the business.

- ◆ Appropriately located premises
- ◆ Appropriate hygiene and health standard of premises and compliance to Public health laws
- ◆ Appropriate building standard of premise.
- ◆ Required personal specifications e.g. medical fitness
- ◆ Payment of appropriate license fees.

When Does KCCA check to confirm compliance to the eligibility conditions?

For all applications and licenses issued, KCCA conducts risk based post inspections to confirm adherence.

A trade license shall be revoked at any time by KCCA where any of the above conditions are not adhered to.

What are the requirements for Application?

Nationals

1. Identification (and or Verification) 2. Any 2 of Passport, Driver’s License, Employment ID. 3. Where one holds a Uganda National ID.
2. A City Operator Identification Number (COIN) which can be found on the previous year’s License OR Issued Upon application for a start-up.
3. A City Operator Identification Number (COIN) which can be found on the previous year’s License OR Issued Upon application for a start-up.
4. Business Registration Number (BRN) – Obtained from certificate of registration.
5. Statement of Particulars/Company Form 20 and 18
6. GIS Coordinates of the main entrance of the business

Non Nationals

Clearance from Ministry of Trade, Industry and Cooperatives.

How is assessment and Payment of trading license fees done?

Assessment is done based on the fees schedules

issued by the Minister of Trade, Industry and Cooperatives under statutory instrument No.1 of 2017 and **The Trade (Licensing) (Grade of Business Areas) Instrument, 2017** (Under section 30(2) of the Trade (Licensing) Act, Cap. 101).

Based on this, a KCCA Revenue Officer issues a tax payer a KCCA Bank Payment Advice Form or a client obtains a payment advice form.

Payment is done using any of the KCCA designated mobile payment platforms or Banks.

Upon confirmation of payment, a trading license certificate is issued at any of the KCCA Revenue service points.

What if I do not pay?

Any person who fails to pay or obstructs or hinders an officer on duty, or knowingly makes a false declaration or gives any false information commits an offence and is liable on conviction to a fine or to a term of imprisonment not exceeding six months or both.

What are the other government agencies that KCCA partners with?

KCCA partners with URA, URSB & Ministry of Local Government. They are working together under an arrangement known as the Taxpayer Register Expansion Program (TREP).

This came as a result of the **Income Tax Amendment Act, 2015** which directed every local authority, government institution or regulatory body to require a TIN from any person applying for a license or any form of authorization necessary for purposes of conducting any business in Uganda. The **Business Names Registration Act Cap. 109**, which is enforced by URSB, also requires all persons conducting business in the country to be registered.

CONTACT US:

For more inquires on Trade Licensing, please visit any Division Urban Council Offices-Revenue unit at Kawempe, Nakawa, Lubaga, Makindye, Central division or Our Head offices at:

City Hall, Directorate of Revenue collection P.O Box 7010, Kampala- Uganda Tel: 0204660100/1/9/4, or Visit our Website: www.kcca.go.ug, or E-mail: info@kcca.go.ug